

Narrative Statement Supplemental Form
Administrative Clerk, FSN-06

Name:

Date:

INSTRUCTIONS: Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Education:	
College degree or some university study is required.	
Experience:	
Minimum one year of administrative/ secretarial experience is required.	
Language Proficiency:	
Level IV (fluent) in written and spoken English and Tajik languages. Must have level III (good working knowledge) in written and spoken Russian.	
Skills and Abilities:	
Must have ability to work autonomously; maintain confidentiality; negotiate in the local language with vendors and service providers; establish contacts and long-term relationships; assist U.S. direct hire employees and their families to feel comfortable in unfamiliar surroundings; draft letters, memos, flyers and informational pamphlets.	
Knowledge:	
Must possess excellent interpersonal skills; know how to plan and coordinate special events; be thoroughly familiar with Dushanbe and surrounding cities. Needs to understand American and host culture and possess sensitivity to cross cultural issues. Requires an in-depth knowledge of Tajik history, attractions and tourism industry, and be able to foster long-term relationship with key service providers, including local schools.	

